

## NOTES FROM THE DIRECTOR

### **ACCESS for ELLs Test Window Extension**

In large part, ACCESS for ELLs testing has gone well across the state with over 85% of testing completed. However, we are aware that a small percentage of students have been unable to test for long periods of time due to a combination of technical issues and difficulty in contacting DRC for support.

To provide you with some additional flexibility in rescheduling these students, the following changes have been made:

- ACCESS test window will remain open until **Friday, February 19**
- The last day to return materials to DRC will also extend to **Friday, February 19**
- Additional materials can be ordered through **Friday, February 12**

In order to ensure that scoring and reporting are not delayed, all test materials must be *received* by DRC by February 23rd. We encourage you to complete testing and return test materials as soon as possible, but no later than the end of the day on 2/19.

### **January Tea with Troy Follow Up**

Thank you to those who joined us last Thursday for our January Tea with Troy, focusing on the reflection question: *"How do you ensure that INSTRUCTIONAL CHANGE occurs with THIS teacher in THAT classroom to positively impact learning for THESE kids, given the "data soup" and changing variables?"* We had an engaging conversation, followed by some brief OSA updates. The recorded version is now posted on our [website](#)! Mark your calendars for our next session on Wednesday, **February 17 at 3:00**. More information about our next reflection question, other agenda items, and access information will be forthcoming.

### **Enrollment Reminder**

Please work with your district's WSLs/ISES coordinator to make sure that WSLs enrollment information is current and up to date. Important dates for WSLs accuracy and completeness are as follows:

- **February 12:** DPI creates rosters for the ACT Aspire (grade 9 and 10) and the Forward Exam (grades 3-8 and 10), and
- **March 7:** DPI creates rosters for the ACT and WorkKeys Exams (grade 11).
  - **Clarification:** This grade 11 roster will be loaded into an on-line system called PAnext, and used to collect data about students who were not tested on ACT and WorkKeys. More information about PAnext will be available soon.

~Troy

Troy Couillard, Director - Office of Student Assessment

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# **WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE**

## **FORWARD EXAM**

- **Forward Exam DTC/DAC Trainings This Week!**

This week, DRC is hosting Forward Exam trainings for DACs and DTCs. It is not too late to register for our last two trainings, listed below. All DACs/DTCs received an email on 1/13 with registration instructions. If you need further assistance on registering, please email [Julie Hegland](#). The training times are **9:30am - 3:30pm**, with lunch provided. Please note that districts are limited to sending **no more than TWO** individuals.

- January 28 - Country Springs Hotel, Pewaukee
- January 29 - Monona Terrace, Madison

- **Forward Exam Student Data**

- As mentioned above, districts should update their WSLs enrollment data by **February 12**. These up-to-date enrollments will be the basis for the student data file that DPI will load into the Forward Exam portal (eDIRECT). **After February 19**, districts will have the opportunity to verify and update student demographics in the eDIRECT portal.

- **E-Direct Login Email**

- Emails for access to eDIRECT, the interface for the administrative functions of the DRC INSIGHT Online Learning System, were sent to all DACs on January 26. If you did not receive an email, please email [Liz Heyer](#).

- **Blueprints and Test Designs**

- The Forward Exam Blueprints and Test Designs are now available on our [website](#)!

## **ACT HIGH SCHOOL ASSESSMENTS**

### **ACT & WorkKeys**

- **ACT - Approved Accommodations Reconsideration Requests: Deadline - this Friday**

- The deadline for accommodation reconsideration requests that were not approved initially in the Test Accessibility & Accommodations System (TAA) is **January 29**.

- **REMINDER - Test Administration Training:**

- The Test Administration online Q&A Training Session for the ACT and ACT WorkKeys will be conducted by ACT on February 2 at 10am. Registration information was emailed by ACT to all DACs and test coordinators last week.

- **REMINDER - ACT-Approved Accommodations Late Consideration Requests:**

- The Window for ACT to receive ACT-Approved Accommodations Late Consideration Forms closes on February 10, 2016. The form is available [here](#).
- The Late Consideration requests are applicable only to examinees:
  - 1) Who are newly enrolled at the school or newly classified as an eligible grade level.
  - 2) Who have a newly identified disability.
  - 3) With previously approved ACT-approved accommodations who have moved to a different school than the school who submitted the request and received the approval.
  - 4) With medical emergencies or sudden onset of a medical condition.

## ACT Aspire

- **REMINDER - Test Administration Training:**
  - ACT Aspire Test Administration online Q&A Training Sessions will be conducted by ACT ASPIRE on February 3 and 10 at 10am. Registration information was emailed by ACT ASPIRE to all DACs and test coordinators last week.
- **Aspire Student Data**
  - As mentioned above, districts should update their WSLs enrollment data by **February 12**. These up-to-date enrollments will be the basis for the student data file that DPI will load into the Aspire portal. **After February 26**, districts will have the opportunity to verify and update student demographics in the Aspire portal.

## ACCESS for ELLs

- **REMINDER:** You may box up and return completed test materials at any time. Please consolidate your return shipments if possible. If you believe you may have new students enrolling before the test window closes, retain some unused test materials to account for this. If not, you may return your unused test materials when you have completed testing.
- **REMINDER:** Please ensure that student demographics and accommodations are correct in the WIDA AMS and make corrections as necessary. New students should be added to the WIDA AMS with this information filled in.

## DYNAMIC LEARNING MAPS (DLM)

- **NEW - Completion of Required Training:** In order for a test administrator to receive credit for their training, they must follow the instructions listed on the 'Congratulations' pop-up window and *open* the provided certificate. Test administrators who do not open their certificate will not be provided test tickets. Test administrators can log into Moodle and access certificates at anytime, thus completing their requirement.
- **NEW - Data Lockdown Update:** In an effort to prevent possible invalidations and misadministrations, DLM is implementing a lockdown of all Educator Portal data except student PNPs and FCS. This lockdown window will begin March 14 through the end of the test window on May 20. All data should be checked and validated by both the District Assessment Coordinator and the Test Administrator prior to this time. Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk. Further information about this process will be forthcoming.
- **REMINDER - Data Management Helpful Hints: REMEMBER, be sure to use the [DATA STEWARD MANUAL](#) for all uploads and data corrections**
  - **Uploading Student Enrollments**
    - Only new students to DLM can be manually entered; all students who took the assessment last year must be uploaded into the Portal through the Enrollment Template. Be sure to download this year's version of the template from the [DLM](#)

[Webpage](#). DPI has created a Data Translation Guide to help you with this process and is also available on the [DLM Webpage](#).

- **Uploading Rosters:** Rosters can be created either manually or through the Roster Upload Template, also available on the [DLM Webpage](#).
  - Students in grades 3-11 should be included on rosters for 'ELA' and 'M'
  - Students in grades 4 and 8-11 should be included on rosters for 'SCI'
  - Students in grades 4, 8 and 10 should be included on rosters for 'SS'

## **PALS**

- The optional PALS mid-year screening window opened on Monday, January 11, 2016 and will remain open until Friday, February 19, 2016.
  - The PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms may be downloaded from the Materials tab of the PALS Online Score Entry and Reporting System.
- **REMINDER:** Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

## **NAEP (selected schools only)**

- The NAEP testing window opened this week; so far so good! If you have any questions about a school's assessment, contact your NAEP Field Staff Representative (click on the "contact us" link at the top of your MyNAEP page [www.mynaep.com](http://www.mynaep.com)) or [angela.dugas@dpi.wi.gov](mailto:angela.dugas@dpi.wi.gov).
- A few schools still need to complete some of the *Prepare for Assessment* tasks on MyNAEP. Field Staff Representatives are in touch with schools about what still needs to be completed. Districts can review schools' progress by visiting MyNAEP and opening the *Prepare for Assessment* link; tasks that are completed have checkmarks.

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## **DAC DIGEST DIGESTIBLES** (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
January	18 - February 24: Window for test coordinator to prepare for testing by: <ul style="list-style-type: none"> <li>● Reviewing the status of all examinees' ACT-approved accommodations requests in TAA</li> <li>● Running an advanced search in TAA to create a preliminary roster of examinees</li> </ul>	ACT
	25 - 31: NAEP testing window (window is Jan. 25 - Mar. 4)	NAEP
	25 - 29: Forward Exam training for DACs/DTCs (see above)	Forward
	29: Deadline to submit reconsideration requests of ACT-approved accommodations in TAA	ACT
February	1 - 29: NAEP testing continues (window is Jan. 25 - Mar. 4)	NAEP
	<b>2 @ 10:00am: ACT Test Administration Online Q&amp;A Session</b>	<b>ACT</b>

Feb., cont.	<b>3 &amp; 10 at 10:00am: ACT Aspire Test Administration Online Q&amp;A Sessions (choose 1)</b>	ACT Aspire
	<b>10: ACT-Approved Accommodations Late Consideration Request <a href="#">forms</a> due</b>	ACT
	<b>12: Last day to order additional ACCESS materials (Changed from 1/29)</b>	ACCESS
	12: DPI creates rosters for the ACT Aspire (grade 9 and 10) and the Forward Exam (grades 3-8 and 10) - Ensure that WSLs enrollment information is current and up to date	Forward, Aspire
	<b>17: Tea with Troy 3:00 - 4:00</b>	General
	19: PALS mid-year screening and score entry window closes	PALS
	19: DLM Data uploads and validation due	DLM
	<b>19: ACCESS Test Window Closes (Changed from 2/5)</b>	ACCESS
	<b>19: Last day to ship ACCESS materials to DRC (Changed from 2/12)</b>	ACCESS
	<b>26 - March 18: Window to confirm 9th and 10th grade student data files in the ACT Aspire Portal.</b>	ACT ASPIRE
	<b>26 - March 18: Window to enter all accommodations into Personal Needs Profiles (PNP) in the ACT Aspire Portal.</b>	ACT ASPIRE
March	1: ACT Plus Writing Assessment (Grade 11)	ACT
	1 - 4: NAEP Testing (window is Jan. 25 - Mar. 4)	NAEP
	1 - 15: ACT Plus Writing assessment window for students with accommodations (Grade 11)	ACT
	2: ACT WorkKeys Assessment (Grade 11)	WorkKeys
	2 - 16 ACT WorkKeys assessment window for students with accommodations (Grade 11)	WorkKeys
	7: DPI creates rosters for the ACT and WorkKeys Exams (grade 11) - Ensure that WSLs enrollment information is current and up to date	ACT/WorkKeys
	14: DLM Data Lockdown begins	DLM
	14 - 22: ACCESS for ELLs Demographic Data Validation Window	ACCESS
	15: ACT Plus Writing Make Up Day (Grade 11)	ACT
	16: ACT WorkKeys Make Up Day (Grade 11)	WorkKeys
	<b>18: Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions.</b>	ACT ASPIRE
	28 - May 20: Forward Exam window – ELA, and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	Forward
	28 - May 20: DLM Exam window – ELA, and Mathematics Grades 3-11, Science Grades 4 and 8-11 and Social Studies Grades 4, 8, and 10	DLM

Important Tasks to Remember		
<input type="checkbox"/>	Order additional materials through the WIDA AMS as needed	ACCESS
<input type="checkbox"/>	Upload and update Accommodations and Demographic Info in the WIDA AMS	ACCESS
<input type="checkbox"/>	Pack completed test materials and return to DRC. Consolidate shipments if possible.	ACCESS
<input type="checkbox"/>	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
<input type="checkbox"/>	Submit reconsideration requests of ACT-approved accommodations in TAA, if applicable.	ACT
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	<b>Register for ACT and/or ACT Aspire Online Q&amp;A Sessions</b>	ACT/ACT Aspire

☐	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
☐	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
☐	Review <a href="#">DLM Science Test information</a>	DLM
☐	Review <a href="#">Important Updates Regarding DLM's KITE Educator Portal and Individual Student Score Reports</a>	DLM
☐	Upload Student Enrollments and Rosters using new templates available on the <a href="#">DLM Website</a>	DLM
☐	<b>Review Education Portal data prior to March 14 lockdown</b>	<b>DLM</b>
☐	Check out <a href="#">DRC's online test demo</a>	Forward
☐	Check out our <a href="#">Wisconsin Forward Exam Technology Requirements webpage</a> for system requirement information, a DTC checklist, and tech overview	Forward
☐	<b>Check out the Forward Exam <a href="#">Testing Times</a> guidelines, <a href="#">Calendar</a>, and <a href="#">Blueprints</a></b>	Forward
☐	Download the PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms from the Materials tab of the PALS Online Score Entry and Reporting System	PALS
☐	Review <a href="#">2016-2017 Reading Readiness guidance from DPI</a>	PALS
☐	Ensure that WSLS enrollment information is current and up to date according to assessments and dates listed above.	General